

**ATTENDEES:** Louise Evans-Salt, Jim Burck, Mark McCutcheon, David Nutbrown, Marilyn Teegee, Maxime Evans, Judith Friesen, Valerie Crowley

**REGRETS:** Judy Greenaway, Jacqueline Soles

**1.0 LAND ACKNOWLEDGEMENT**

We would like to open our meeting by recognizing we are fortunate to live, work and learn on the unceded ancestral territories of the Nak'azdli Whut'en, on lands long connected with Binche Whut'en, Tl'azt'en Nation, Takla Nation and Yekooche Nation.

**2.0 CONSENT AGENDA AND AGENDA**

- 2.1 Approval of minutes of the Regular Meeting of the Board, 20 November 2024.
- 2.2 \$81,214.54 of Enhancement Grant funds have been spent on enhancing multipurpose areas, programs, IT, safety/accessibility, and facilities. (appendix A)
- 2.3 The library's 2024 Typical Week Survey was submitted on 20 November 2024.
- 2.4 The library's 2025 Living Wage recertification was submitted on 20 November 2024.
- 2.5 Winter programs were submitted to the District EDO for inclusion in the Fort Flyer on 21 November.
- 2.6 The library's 2024 Big Book Sale brought in \$1800 for collections development in 2025.
- 2.7 ***EMAIL MOTION 12.05.24: a 1YR NR GIC in the amount of \$52,258.61 matures on 01.03.25. Treasurer McCutcheon moves to reinvest the full amount into a 1YR NR GIC at the best available rate. Trustee Greenaway seconds the motion. Carried by majority vote on 12.07.24.***  
  
Chair Evans-Salt and Treasurer McCutcheon reinvested \$52,511.86 into a 1YR NR GIC at a rate of 3.7% on 7 January.
- 2.8 Library staff extend their deepest gratitude to the Board of Trustees for providing staff \$150 Save On gift certificates! Thank you for your ongoing support, encouragement and volunteer efforts.
- 2.9 Assistant Library Director completed the Red River College: Continuing Education Library Training Certificate Program (7 courses).
- 2.10 LA I and LA I Casual/On-call completed Addressing Homeless Issues in Public Libraries course.
- 2.11 2024 Q4 All-staff meeting was held on 26 November.

- 2.12 LD attended the following meetings from 20 November to 14 January:
  - 2.12.1 BC Libraries Coop (NNELS)
  - 2.12.2 Board of Trustees
  - 2.12.3 Individual Trustee session
  - 2.12.4 HR Committee
  - 2.12.5 Ad hoc Committee
  - 2.12.6 Two Treasurer
  - 2.12.7 Policy Committee
  - 2.12.8 Finance Committee

***MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 15 January 2025. Trustee Friesen/Trustee Evans. Carried unanimously.***

***MOTION: to approve the agenda for our Regular Meeting of the Board, 15 January 2025 as read. Trustee McCutcheon/Trustee Burck. Carried unanimously.***

### **3.0 LIBRARIAN'S REPORT**

- 3.1 December 2024 LD Report (appendix B)
- 3.2 December 2024 Reconciliation (appendix C)

### **4.0 BUSINESS ARISING**

- 4.1 Ad hoc Committee to address Trustee job description, recruitment, etc.

Chair Evans-Salt provided an update. The first Ad hoc Committee meeting was held on 11.26.25. Trustee Burck provided a comprehensive report, using Pender Island Public Library's Board Trustee Application Package as a template. Five Trustee terms will be ending in May; four will let their names stand for another term and one is undecided. A draft will be presented to the Board in February.

- 4.2 Policy Committee

***MOTION: to update logo only in both the Code of Ethics and Statement on Intellectual Freedom policies. Trustee McCutcheon/Trustee Nutbrown. Carried unanimously.***

***MOTION: to rescind the Code of Conduct and Volunteer policies. Trustee McCutcheon/Trustee Friesen. Carried unanimously.***

- 4.3 2025 Draft Budget (appendix D)

We are asking the District of Fort St. James for an increase of \$36,971 in wages and benefits. A portion of this is to increase LAII from 18hrs/wk to 30hrs/wk to:

- Fill vacancies

- Improve recruitment and retention
- Adhere to the two-person safety rule (two staff in the building at any time)
- Increase cross-training
- Reduce Director overtime

**MOTION: to approve the 2025 Draft Budget, with the amendment of a donation line change - \$6000 to \$6438 – balancing the budget. Trustee Teegee/Trustee McCutcheon. Carried unanimously.**

**5.0 STRATEGIC GOALS**

5.1 Board reflection: Advancing Truth and Reconciliation, Promoting Sustainability, Providing Equitable Access for All, Increasing Community Engagement

Board discussion around the TRC Book Club, the 2024 Big Book Sale, and observed increase in patron visits and diversity.

**6.0 IN-CAMERA**

**MOTION – to move to an in-camera session at 5:55pm. Trustee Burck/Trustee Friesen. Carried unanimously.**

**MOTION – to move out of in-camera session at 6:24pm. Trustee Friesen/Trustee Burck. Carried unanimously.**

**8.0 QUESTIONS FROM PUBLIC**

**9.0 ADJOURNMENT**

**MOTION: to adjourn FSJPL Regular Meeting of the Board, 15 January 2025 at 6:24pm. Trustee Friesen/Trustee Evans. Carried unanimously.**

**FSJPL 2025 BOARD MEETING DATES**

<del>January 15, 5:00pm</del>	May 21, 5:00pm	September 17, 5:00pm
February 19, 5:00pm	June 18, 5:00pm	October 15, 5:00pm
March 19, 5:00pm	July – no meeting	November 19, 5:00pm
April 16, 5:00pm	August – no meeting	December – no meeting

**FORT ST. JAMES PUBLIC LIBRARY BOARD COMMITTEES**

<b>Finance:</b>	Treasurer McCutcheon Trustee Councillor Friesen Trustee Teegee	<b>Human Resource:</b>	Chair Evans Trustee Evans-Salt Trustee Greenaway
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<b>Building:</b>	Trustee Soles Treasurer McCutcheon	<b>Policy:</b>	Chair Evans-Salt Trustee McCutcheon Trustee Greenaway
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<b>Bargaining:</b>	Trustee Evans Trustee Greenaway LD Crowley	<b>Ad Hoc:</b>	Chair Evans-Salt Vice Chair Burck Trustee Soles
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<b>NCLF Representative:</b>	Trustee Soles
<b>NCLF Alternate Representative:</b>	Trustee Greenaway
<b>District of Fort St. James Representative:</b>	Councillor Judith Friesen
<b>District of Fort St. James Alternate:</b>	Mayor Martin Elphee

## Appendix A - Enhancement Fund Expenditures

BC Enhancement Grant (2023-25)				
REVENUE		2023	2024	2025
	BC Enhancement Grant	50,733.59	50,733.59	50,733.59
	carry forward		12,599.99	
	<b>Revenue Total</b>	<b>\$50,733.59</b>	<b>\$63,333.58</b>	<b>\$50,733.59</b>
EXPENDITURES				
<b>Multipurpose spaces</b>				
	Mezzanine	8,286.46	5,833.15	
	Small meeting/office	651.83	0.00	
	Children's	4,110.67	13,364.17	
	Circulation area	543.77	1,991.26	
	Young Adult	1,311.71	1,046.12	
	<b>Subtotal</b>	<b>14,904.44</b>	<b>22,234.70</b>	
<b>Programs</b>				
	Programs and Event materials	1,745.00	4,732.69	
	New logo	750.00	0.00	
	Community Calendar screen	512.40	156.79	
	Seasonal events	427.41	359.90	
	Voucher programs	0.00	1,195.46	
	Library of Things	494.09	153.82	
	<b>Subtotal</b>	<b>3,928.90</b>	<b>6,598.66</b>	
<b>IT</b>				
	WiFi	1,022.35	0.00	
	Hardware	4,218.71	43.67	
	Security cameras	0.00	1,158.02	
	Meescan	2,374.88	890.40	
	Video conference supplies	281.07	191.19	
	Managed IT	129.86	2,013.12	
	<b>Subtotal</b>	<b>7,897.01</b>	<b>2,283.28</b>	
<b>Accessibility/Safety</b>				
	Air Quality	709.26	110.06	
	Birth-18mo supports	0.00	736.45	
	WorkSafe equipment	0.00	995.30	
	eResources	0.00	3,928.88	
	Lighting repairs		4,203.03	
	Training	0.00	1,444.22	
	<b>Subtotal</b>	<b>709.26</b>	<b>5,660.63</b>	
<b>Collection</b>				
	Local history archival project	0.00	1,542.42	
	Replacement of damaged materials	625.51	527.38	
	<b>Subtotal</b>	<b>625.51</b>	<b>2,069.80</b>	
<b>Facilities</b>				
	Slatwalls	3,898.51	4,264.03	
	Shelving/bookcarts	1,862.34	905.54	
	Signage	120.00	1,279.03	
	Book displays	1,364.67	608.23	
	<b>Subtotal</b>	<b>7,245.52</b>	<b>7,056.83</b>	
	<b>Expenditures Total</b>	<b>\$35,310.64</b>	<b>\$45,903.90</b>	<b>\$0.00</b>
<b>EXCESS REVENUE FOR THE YEAR</b>		15,422.95	17,429.68	50,733.59
<b>BC Enhancement Grant Total</b>			<b>\$152,200.77</b>	
	2023 Expenditures		\$35,310.64	
	2024 Expenditures		\$45,903.90	
	2025 Expenditures		\$0.00	
	<b>Expenditures Total</b>		<b>\$81,214.54</b>	
	<b>Balance</b>		<b>\$70,986.23</b>	

## December 2024 Librarian's Report

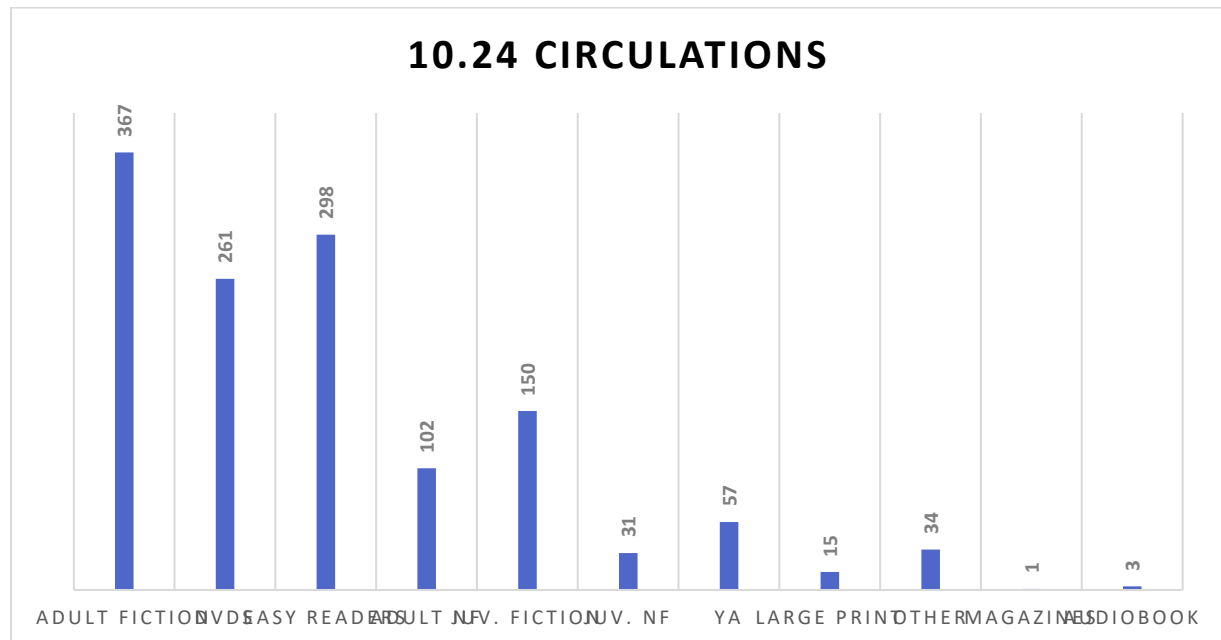
Canada Post Job Action impacted November and December statistics.

	DEC 2023	DEC 2024	Month % Change	2023	2024	Year % Change
<b>Active Patrons<sup>1</sup></b>	821	<b>927</b>	+12.9	821	<b>927</b>	+12.9
<b>New Patrons</b>	6	<b>12</b>	+100	138	<b>216</b>	+56.5
<b>Visits</b>	1351	<b>1529</b>	+13.2	19,497	<b>24,238</b>	+24.3
<b>Circulations</b>	1095	<b>1292</b>	+18.0	11,330	<b>16,207</b>	+43.0
Interlibrary	205	<b>119</b>	-42.0	2552	<b>3083</b>	+20.8
<b>eCirculations</b>	406	<b>550</b>	+35.5	4152	<b>5477</b>	+31.9
<b>Programs</b>	33	<b>32</b>	-3.0	303	<b>482</b>	+59.1
<b>Attendees</b>	116	<b>186</b>	+60.3	3202	<b>3445</b>	+7.6
<b>Computer sessions</b>	84	<b>96</b>	+14.3	1278	<b>1435</b>	+12.3
<b>Wifi Sessions</b>	1026	<b>801</b>	-22.0	15,164	<b>14,047</b>	+7.4
<b>Web views<sup>3</sup></b>	880	<b>1,080</b>	+22.7	11,575	<b>15,582</b>	+34.6
<b>Volunteer Hours</b>	73.25	<b>5.5</b>	-	73.25	<b>261.25</b>	-

<sup>1</sup> Active patrons have borrowed a physical item within the last three years.

<sup>2</sup> eCirculations include Overdrive/Libby, Kanopy, Blackstone, ComicsPlus, Niche and Gale.

<sup>3</sup> Web views include website page views and Facebook visits; captive portal added in July 2024.



\* Changed from pie to bar graph to improve visual accessibility

## Appendix C – December 2024 Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
<b>Dec</b>	Bank starting balance			\$ 61,412.92				
-	3-Dec-24		Cash deposit	1,878.65	-	1,878.65	Book Sale	
-	3-Dec-24		Cheque deposit	82.60	-	82.60	District of Fort St James	
-	5-Dec-24		MasterCard payment	-	4,000.00			
-	13-Dec-24		Imperative Recycling	-	51.19			2.44
-	13-Dec-24		TELPAY 009	1,394.75	-	1,394.75	Regional District	
-	31-Dec-24		Bank fee	-	2.00			
-				-	-			
				<b>3,356.00</b>	<b>4,053.19</b>	<b>3,356.00</b>		<b>2.44</b>
	Ending bank balance			<b>60,715.73</b>				

Appendix C (cont.) – December MasterCard Reconciliation

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
<b>Dec</b>	<b>Mastercard starting balance</b>				<b>1,010.31</b>	
-	22-Nov-24	Amazon	ALD webcam	-	79.20	3.54
-	22-Nov-24	Amazon	ALD headset	-	111.99	5.00
-	22-Nov-24	Amazon	Puzzle trays	-	55.94	2.50
-	23-Nov-24	ULS	Books	-	216.33	10.30
-	27-Nov-24	Amazon	Book	-	20.99	1.00
-	28-Nov-24	Microsoft	Annual Office subscription	-	122.08	
-	29-Nov-24	Staples	Copy paper	-	146.66	6.55
-	2-Dec-24	Indigo	Book	-	39.89	1.90
-	3-Dec-24	Strong Nations	Books	-	49.74	2.37
-	4-Dec-24	Ace Hardware	Office supplies	-	18.45	0.82
-	5-Dec-24	Amazon	Books - CA POST STRIKE	-	1,707.62	76.23
-	6-Dec-24	Amazon	DVDs	-	61.58	1.75
-	6-Dec-24	Amazon	DVDs	-	71.53	3.20
-	7-Dec-24	Amazon	DVDs	-	34.00	
-	7-Dec-24	ULS	Books	-	163.53	7.79
-	7-Dec-24	Zoom		-	24.06	1.07
-	9-Dec-24	Ouellettes	Janitorial closet shelving	-	233.99	10.00
-	9-Dec-24	Apple	Kahoot Numbers subscrip.	-	55.99	2.50
-	10-Dec-24	Amazon	CALP Supplies	-	62.69	
-	10-Dec-24	Amazon	Replacement DVDs	-	26.86	1.20
-	10-Dec-24	Amazon	DVDs	-	44.78	2.00
-	10-Dec-24	Amazon	CALP Supplies	-	49.99	
-	10-Dec-24	Royal Roads Univ.	CALP Course	-	751.28	35.78
-	11-Dec-24	Staples	Archival Sheet Protectors	-	341.48	15.25
-	12-Dec-24	Payment		4,000.00	-	
-	14-Dec-24	Amazon	Prime membership	-	11.19	0.50
-	18-Dec-24	Amazon	DVD	-	24.63	1.10
-	18-Dec-24	Amazon	DVD	-	31.35	1.40
-	18-Dec-24	Amazon	Book refunds	94.34	-	
-				-	-	
				<b>4,094.34</b>	<b>4,557.82</b>	<b>193.75</b>
	Ending Mastercard balance				<b>1,473.79</b>	



**Appendix D – 2025 DRAFT Budget**

2025 DRAFT LIBRARY BUDGET FOR THE DISTRICT OF FORT ST. JAMES				
Dept 50: Public Library				
Account	Description	2024 Budget	2025 Budget	Notes
<b>Project 305: Administrative Functions</b>				
10-50-305-1000	LIBRARY DIRECTOR SALARY	\$ 80,340	\$ 82,349	2.5% increase
10-50-305-1001	ASSISTANT LIBRARY DIRECTOR	\$ 57,876	\$ 56,800	6.5% increase for CUPE staff
10-50-305-1002	LIBRARY WAGES OTHER		\$ 20,712	
10-50-305-1005	LIBRARY ASSISTANT II	\$ 27,242	\$ 48,360	
10-50-305-1006	LIBRARY ASSISTANT I (CASUAL)	\$ 25,002	\$ 7,397	
10-50-305-2600	BENEFITS + L.O.B. COSTS	\$ 55,000	\$ 78,314	*
10-50-305-1110	EDUCATION AND TRAVEL	\$ 6,000	\$ 6,000	
	<b>NET Project 305:Adminstrative Functions</b>	<b>\$ 251,460</b>	<b>\$ 299,931</b>	<b>STAFFING COSTS</b>
<b>Project 310: Office Costs</b>				
10-50-310-1060	ADVERTISING - LIBRARY	\$ 365	\$ 374	2.4% CPI (projected)
10-50-310-1150	OFFICE SUPPLIES	\$ 3,344	\$ 3,424	
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	\$ 4,459	\$ 4,566	
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	\$ 1,115	\$ 1,142	
	<b>NET Project 310</b>	<b>\$ 9,283</b>	<b>\$ 9,506</b>	<b>OFFICE ADMINISTRATION COSTS</b>
<b>STAFFING &amp; OFFICE EXPENSES</b>		<b>\$ 260,743</b>	<b>\$ 309,437</b>	<b>SUB-TOTAL</b>
<b>Project 330: Structures, Halls &amp; Grounds</b>				
10-50-330-1087	LIBRARY BUILDING INSURANCE	\$ 5,630	\$ 5,765	(1) Provided by District CFO to capture
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	\$ 5,254	\$ 5,380	actual costs for Structures, Halls, Grounds
10-50-330-1280	BC HYDRO COSTS	\$ 8,500	\$ 11,700	which are covered at cost
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	\$ 14,100	\$ 14,438	
	<b>NET Project 330</b>	<b>\$ 33,484</b>	<b>\$ 37,283</b>	<b>BUILDING EXPENSES</b>
<b>TOTAL EXPENSES</b>		<b>\$ 294,227</b>	<b>\$ 346,720</b>	<b>TOTAL</b>
*Note for 10-50-305-2600: 2024 Budget did not include vacn, sick, stat (18.5%); should have been \$66,500				

Appendix D – 2025 DRAFT Budget (cont.)

<b>OPERATING BUDGET</b>			
<b>REVENUE</b>		<b>2024</b>	<b>2025</b>
Grants	District of Fort St. James	\$294,227.00	\$346,720.00
	Province of British Columbia	32,764.00	\$32,764.00
	Community Adult Literacy Program	30,008.00	\$31,008.00
	Regional District of Bulkley Nechako	16,737.00	\$21,331.00
	North Central Library Federation	2,041.00	\$2,041.00
	Law Matters	1,000.00	\$1,000.00
Other revenue		2,500.00	\$2,500.00
Book Sale		2,000.00	\$1,000.00
Donations		6,000.00	\$6,438.00
Carry forward	Enhancement Grant	116,890.13	\$70,986.23
	<b>Revenue Total</b>	<b>\$504,167.13</b>	<b>\$515,788.23</b>
<b>EXPENDITURES</b>			
	Wages	192,800.00	215,617.00
	Benefits and MERCs	55,000.00	78,314.00
	Education and travel	6,000.00	6,000.00
	Advertising	365.00	374.00
	Office equipment maintenanc	1,115.00	1,142.00
	Office supplies	3,344.00	3,424.00
	Janitorial	14,100.00	14,438.00
	Repairs and Maintenance	5,254.00	5,380.00
	Library building insurance	5,630.00	5,765.00
	Hydro	8,500.00	11,700.00
	Telephone and modem	4,459.00	4,566.00
	Community Adult Literacy Program	30,008.00	31,008.00
	Circulation materials	30,000.00	30,000.00
	Circulation Subscriptions	6,000.00	5,000.00
	One-time grant equipment & sundry	65,774.00	60,986.23
	Managed IT Services	0.00	10,000.00
	Other office supplies	10,000.00	5,000.00
	Insurance	2,750.00	2,900.00
	Consulting fees	5,000.00	5,000.00
	Professional Memberships	1,000.00	1,000.00
	Integrated Library Services	3,000.00	3,400.00
	Accounting services	2,250.00	2,500.00
	Trustee and conference pro-d	4,000.00	4,000.00
	Programs	5,000.00	5,000.00
	Recycling fees	1,500.00	2,000.00
	SD91 Library and Information Studies	200.00	200.00
	Staff bonus (FSJ Bucks)	1,050.00	1,050.00
	Bank fees and interest	30.00	24.00
	<b>Expenditures Total</b>	<b>\$464,129.00</b>	<b>\$515,788.23</b>